Microsoft FrontPage 2002
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Most of the information for this presentation came from the book Microsoft FrontPage 2002 Basic by Jessica Evans. This book is published by Course Technology ISBN # 0-619-05707-6.

Topics to be covered:
      What is FrontPage?
      Opening an Existing Web Site
      Changing Views
      Navigation View
      Shared Borders
      Creating a New Web
      Entering and Formatting Text
      Inserting and Formatting Pictures
      Image Maps
      Forms

What is FrontPage?
      FrontPage lets you create, manage, publish, and maintain a Web site. A Web site is a collection of Web pages that are organized around a specific organization or topic and connected to each other using hyperlinks. Before you create a Web site, it's important to have a clear vision of what you want the Web site to accomplish. Careful planning is critical to the development of any Web site.

Opening an Existing Web Site
1. Open FrontPage
2. Click on the down arrow beside the Open button
3. Choose Open Web
4. Choose 3 ½ Floppy A: Drive
5. Open FrontPage Folder
6. Click vailrace to select it, then click Open

Changing Views

Folders View – is used to examine, create, delete, copy, and move files and folders in the open Web site.

Reports View – is used to analyze, summarize, and produce various types of reports about a Web site. You can use Reports view as you develop a Web site to determine the overall size of your site, pages that are slow to download, and usage reports.

Navigation View – is used to create or display a Web site's navigation structure, which identifies the relationships between pages in the Web site. The top-level page in a Web site is usually the site's home page. The pages that appear below the home page are called child pages.

Hyperlinks View – is used to view the hyperlinks to and from the page selected in the Folder list.

Tasks View – is used to maintain a list of the tasks required to complete a Web site. This Web site does not include any tasks yet.

Navigation View
1. Click on Navigation in the views window.
2. To add pages to the navigation structure click on desired page in the folder list and drag to structure.
3. Move mail.htm, online.htm, and register.htm to the navigation structure.

Shared Borders
1. Click on Format, then click on Shared Borders
2. Click the All pages option button
3. Click the Top check box to select it, then click the Include navigation buttons check box to select it.
4. Click the Left check box to select it, then click the Include navigation buttons check box to select it.
5. Click OK
6. Double-click register.htm

Creating a New Web
1. File, New, Page or Web – the Task Pane should come up
2. Select Web Site Templates
3. Choose Empty Web
4. Specify location of the new web
   a. A:\Webs\Nameofclass
   b. OK
   c. The computer will create a web on the disk
5. Click on blank page icon
6. Save page as Index

Entering and Formatting Text
1. Enter text for your class web page (example is attached)
2. Use Formatting toolbar to format text

Inserting and Formatting Pictures
1. Insert, Picture, Clip Art
2. Type in what you want to search for and choose desired picture
3. If Picture Toolbar does not come up, choose View, Toolbars, Picture
4. To move picture to desired location, Click on Position Absolutely
5. Adjust contrast and brightness as desired
6. Crop picture if desired
7. When saving the web page, you will have options to rename the picture and to choose the type of file either gif or jpeg.

Image Maps
1. Click on picture to select it.
2. Click the Rectangular Hotspot button on the Pictures toolbar.
3. Click and drag to draw the rectangle over selected area.
4. Release the mouse button and the Insert Hyperlink dialog box opens.
5. Type in selected web page and click on Save.

Forms
1. Open Online Form.htm from the My Webs folder.
2. Scroll down through the form to see the different types of forms already done.
3. Click on Preview at the bottom to see how the types of forms work.
4. Switch back to Normal view.

5. Click next to the Name Label.
    a.   Click Insert, Form, Textbox
    b.   Double-click the text box form field, a Text Box Properties dialog box opens.
    c.   In the Name box, replace T1 with Name
    d.   Type 35 in the Width box
    e.   Click on OK

6. Click on the blank line below Special Requirements/Comments.
    a.   Click Insert, Form, Text Area
    b.   Double-click the text area form field
    c.   In the Name box, replace S1 with Comments
    d.   Type 50 in the Width box
    e.   Type 5 in the Number of lines text box
    f.   Click OK

7. Click to the right of the drop-down box below the Expiration Date heading.
    a.   Click Insert, Form, Drop-Down Box
    b.   Double-click the drop-down box form field
    c.   In the Name box, replace D1 with Year
    d.   Click Add
    e.   In the Choice text box, type 2003
    f.   Click Specify Value check box to select it
    g.   In the Initial state section, click the Selected Option button
    h.   Click OK
    i.   Repeat these steps to create choice 2004, 2005, and 2006; for each of these choices, make sure the Not selected option button is selected.
    j.   Click OK

8. Click to the left of Male under the Gender heading.
    a.   Click Insert, Form, Option Button
    b.   Double-click the option button form field
    c.   In the Group Name box, replace Age with Gender
    d.   In the Value text box, replace V1 with Male
    e.   Click the Not selected option button in the Initial state section
    f.   Click OK
    g.   Repeat these steps for the value name Female

9. Click to the left of the phrase "Please check here if you want …"
   a.   Click Insert, Form, Checkbox
   b.   Double-click the check box form field
   c.   In the Name box, replace C1 with PickUp
   d.   Replace ON with Yes in the Value text box
   e.   Click OK